



International Travel Check List

Include a copy of this completed checklist in Paul's final itinerary packet
Be sure to complete all blanks with a checkmark or an N/A - (include a completed copy with Paul's travel documents)

***NOTE* TURN WATER OFF**

Signature: _____ Travel Dates: _____

Neff's Travel Checklist

_____ Domestic Neff Travel checklist should also be completed when traveling internationally.

International Packing List

_____ 30 days before departure, print International Packing List and give to Paul.

Itinerary

_____ Be sure the phone number for each vendor/ airline/ hotel/ rental car is included on the itinerary.

_____ For reservations, specify if it is included in a package or not.

_____ Don't make reservations on nights they have been driving/traveling all day.

_____ Provide Body Clock time on arrival/departures on the itinerary

Insurance

_____ Ask Paul if he wants insurance. *note: if book trip or air on the AMEX card, you can add trip insurance through AMEX (call to get a quote on price)

Passports

_____ Check to confirm that all passports do not expire until at least six months prior to the return date.

_____ Make copies of passport and Visas for each hotel staying at.

Currency (Confirm 30 days prior to traveling)

_____ A. Ask Paul what foreign currency he wants for the trip, including dollar amount and denominations.

_____ B. Confirm that Paul has his debit card and appropriate information for accessing cash abroad.

_____ C. Ask Paul how much cash he needs, make sure newer bills, 2000 and newer

Credit Cards

_____ When traveling to different countries, make sure to call the credit card companies Paul will be using and give them a heads up on the upcoming trip.

Cell Phone (Confirm 30 days prior to traveling)

_____ Confirm what cell phone option is being used.

Medication

_____ A. When booking flights, determine whether any shots and/or medication are required and/or recommended, and establish game plan to be accomplished. Ask specifically about malaria pills if he is visiting Africa or any other Third World country. Check with Passport Health for any updates on recommended vaccines or medications.

_____ B. Confirm with Paul that he has ample sleeping pills.

Visas

_____ At time of booking the flight, determine whether any Visas are necessary, and if so, complete well in advance.

Airline

_____ Confirm the amount of bags allowed on each leg of the trip (arriving and departing!)

_____ A clear description of what's allowed for the carry-on for each leg of the trip, including size & weight.

- _____ See the plane configuration and confirm the seat location before actually buying the tickets.
- _____ Confirm the seats are not next to a galley.
- _____ Request seats NOT to be bulkhead seats.

Lodging

- _____ Make sure all rooms booked are non-smoking.
- _____ Ask Paul if he plans to take a shower on a layover. If so, identify the lounge he will be accessing has showers and whether there is a backup option at a location at the hotel near his arrival and departure gate. If his connection is tight, consider making a reservation at an in airport hotel that offers showers.
- _____ Ask Paul if he wants massages booked at any location.
- _____ Always request a room with a bathtub if possible.

Drivers/Guides

- _____ Ask Paul if there are any needs for personal drivers.
- _____ Confirm Type of Vehicle ahead of time.
- _____ Request Guides have excellent English.

Luggage

- _____ Does Paul want to send luggage in advance? Call Luggage Free 800-361-6871 See ACT For more info

Extra Package

- _____ Make an extra copy of all confirmations and Passports for Paul to take with him in a separate location.

Traveling with Guests

- _____ When traveling with guests, make sure seat locations are near/next to each other

LHBH

- _____ Take enough cash to include bonuses for staff